

Wenham Board of Selectmen
Joint-Selectmen & Finance Committee Meeting
Recreation Building
June 6, 2005 ~7:00 PM

APPROVED BY
BOARD OF SELECTMEN
AT THEIR MEETING OF

July 26, 2005

Present: Wenham Board of Selectmen Don Pickard, Peter Hersee
Also Present: Jeff Chelgren, Wenham Town Administrator; Rich Viscay, Finance Director;
Finance Committee Members Larry Swartz, Chair; Scott Spearing, Harry Wieman, Scott MacIntosh,
Deb Evans; Catherine Tinsley, Secretary, Fire Chief Cal Perkins and Deputy Bob Blanchard
Not Present: Tom Tanous, BOS Chair

Mr. Swartz called the meeting to order at 7:08 PM.

Mr. Swartz identified that both the BOS and Finance Committee must vote on line item transfers that are 3% of the departments remaining budget.

Mr. Swartz identified options for submitted requests from department heads to provide funding for the end of the fiscal year deficits.

He went on to identify that there is currently \$133,000 in the reserve fund but that \$75,000 is committed to the Linskey settlement and noted that there are other outstanding financial commitments for that money.

Mr. Swartz noted that transfer or line item budget transfers are limited to 3% of the remaining balance.

He went on to identify that \$26,735 for snow removal was added to the recap sheet to cover cost (authorized by both the BOS and Fin Com) and that the reserve fund was used to cover this cost leaving a balance in the reserve fund of \$131,735.

Fire Department On-call Wages

Mr. Swartz noted that the Fire Fighter's pay roll through May 25 is waiting to be paid.

He identified that union contract commitments for April 2005 in the amount of \$6,662.00 resulted in a shortage of funds.

He identified that the Fire Chief has made a request for a \$10,000 transfer.

Currently there is under \$5,000 in the Fire Department's salary account.

He stated that up to 3% could be transferred from the Fire Department's account. It was identified that \$11,000 is needed for the on-call wage account to cover June wages and training hours.

Mr. Swartz identified that there is a balance of \$28,000 in the Fire Department's expense account. The Chief responded that most ordering of the department's equipment was done in May, therefore there is only a \$2,000--\$3,400 balance and that \$3,000 is being held for a new deck gun on engine four.

Mr. Swartz identified that a \$7,000 transfer is needed to cover payroll for June expenses.

He identified that there is \$6,400 in the pension account.

Cut backs of potential expenses for the Fire Department were discussed. This discussion included weekend station coverage during the summer, training, and the fire prevention officer's responsibilities.

After discussing the station coverage, it was determined that summer station coverage would not start mid June as planned but start the last week of June and end the week after labor day, a week earlier than previous years.

Mr. Viscay identified that the vehicle maintenance account could cover the cost of a firefighter transporting the Fire Trucks for maintenance purposes, instead of the payroll account.

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The Chief told the Committee that he could not hold training classes, although he is reluctant not to do so.

Mr. Spearing moved to approve a \$7,000 transfer from the reserve fund to cover the Fire Department on-call wages.

Deb Evans seconded and discussion followed.

Ms. Evans commented that the Chief should only do what is essential to the department.

Mr. Hersee responded that he agrees with the Chief that the training within the department is important.

Larry Swartz also spoke saying that this is a tough year and the department needs to balance the expenses carefully.

Chief Perkins identified that the Town just received \$20,500 from Gordon College for fire/medical responses to the Campus. Mr. Swartz went on to say that money must go into free cash.

The Finance Committee approved the motion to transfer \$7,000 from the reserve fund by unanimous vote.

Library transfer request of \$2,745 for Director's salary through the end of the fiscal year.

Transition from intern Director to new Director.

Mr. Chelgren identified that the previous Director, Mr. McShane, was paid a two-week vacation upon his leaving.

It was identified that there is some flexibility in the support staff budget and the money can be transferred to the director's line item salary account.

The Committee discussed the Town's policy of vacation time payouts and the sick time buy back program.

Mr. Hersee moved that the BOS vote in accordance with the Municipal Act of 2003 to authorize the transfer of \$2,745 from Library Support Staff account # 01-620-5100-0010 to the Library Director's Salary account # 01-620-5100-0001.

Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. MacIntosh moved in accordance with the Municipal Act of 2003 that the Finance Committee authorize the transfer of \$2,745 from the Library Support Staff account # 01-620-5100-0010 to the Library Director's Salary account # 01-620-5100-0001.

Mr. Spearing seconded and the motion to transfer \$2,745 was approved by unanimous vote.

Treasurer/Collector transfer request for billing service expense was estimated to be less than \$4,000 for the printing of excise and property tax bills and \$500 per month charge for Harpers payroll through the end of the fiscal year.

Mr. Viscay identified that 3% of the overall budget from the expense line in the amount of \$2,714 will cover the contract services.

Mr. Viscay relayed that they are continuing to cut expenses.

Mr. Pickard moved to vote in accordance with the Municipal Act of 2003 that the BOS authorize the transfer of \$2,714 from the Treasurer/Collector expense account # 01-145-5200-0000 to the Treasurer/Collector Contract Service account # 01-145-5300-0000.

Mr. Hersee seconded and the motion was approved by unanimous vote.

Mr. Spearing moved that the Finance Committee adopt the motion made by Mr. Pickard.

Mr. MacIntosh seconded and the motion to transfer \$2,714 was approved by unanimous vote.

Police/Fire Station transfer request for \$3,600 through end of the fiscal year for outstanding utilities

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Mr. Viscay identified that there is no off-setting account to transfer money from and recommended a straight-line transfer.

The Fin Com questioned a \$500 bill from MacDonald Plumbing.

There was no explanation for the charge at this time.

Mr. Spearing moved to transfer from the Reserve Fund 01-298-5200-0000 to Fire expense.

Deb Evans seconded and the motion to transfer \$3,600 was approved by unanimous vote.

Mr. Chelgren identified a request in the amount of \$5,000 to cover expected Legal Counsel Expenses through the end of the fiscal year.

Mr. Chelgren identified that these expenses include:

\$1,000 of outstanding invoices, appeal of the Historic District decision (\$175 per hour), appeal of license process, labor related issues, and minimum cable TV negotiations.

The Committee discussed the Town's appeal against the HDC.

Mr. Spearing moved to vote for the \$5,000 transfer.

Mr. MacIntosh seconded and the motion was approved by unanimous vote.

Discussion followed.

The motion to transfer \$5,000 was approved by unanimous vote.

A transfer request was made in the amount of \$270 from the Reserve Fund for the printing of the Town Report.

Mr. Spearing moved to transfer \$270 to cover the printing of town reports.

Mr. McIntosh seconded and the motion to transfer \$270 and the motion was approved by unanimous vote.

Employment benefits request in the amount of \$13,000

Mr. Viscay identified that there is a deficit in the employee's benefit account in part due to the Water Department benefit cost, and Police Officer vacation /sick time buy back.

Mr. Hersee moved to vote in accordance with the Municipal Act of 2003 that the BOS authorize the transfer of \$12,266 from the Unemployment budget account # 01-914-5220-0000 to the Employee benefit account # 01-914-5200-0000.

Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Spearing moved to adopt the BOS motion.

Mr. MacIntosh seconded and the motion to transfer \$12,266 was approved by unanimous vote.

The School Operating budget was discussed.

Mr. Swartz identified that the Town of Wenham voted to authorize the override at the Annual Town Meeting, therefore, the Town does not need to hold another ballot vote.

The possibility of a district wide meeting (Hamilton/Wenham) was briefly discussed.

Transition Plan

Boulder Lane land site walk - Mr. Chelgren requested that the Committees discuss and choose a date to walk the Boulder Lane property. It was the consensus of the Committees to meet at the entrance of Boulder Lane on Wednesday, June 15th at 6:30 PM.

Joint retreat – Fin Com / BOS – 3-4 hr discussion - It was the consensus that the Chairs of the committee/board discuss meeting dates later.

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Financing the Transition Plan for the Board of Assessors was discussed.

Mr. Chelgren identified that the details of the Police and Fire transition plans are forthcoming.

Mr. Chelgren told the Finance Committee that with resignation of all three Assessors, the Town moves forward with reappointing the full board. The transition will include a stronger support staff with an Assistant to the Assessors working a 32.5 hour week. He went on to say that the BOS propose that the Assessors receive a yearly stipend of \$2000 for the chair and \$1200 per member. Mr. Chelgren said that the principal Assessor will be a contracted service and the Assistant position elevated with more responsibilities. Mr. Chelgren stated that although there is an initial increase in the FY 06 budget for the transition plan, the restructuring would result in an overall reduction of cost for BOA budget in FY 07 and beyond.

It was a concern of the Finance Committee that the stipend will result in other Town

Boards/Committees wanting a stipend for their service to the Town.

Mr. Chelgren identified that this should be discussed at the joint retreat to occur in the spring.

Discussion regarding Finance Committee's concerns with financing the transition plan followed.

Mr. Chelgren requested an indication from the Finance Committee of their standing on the plan.

The Finance Committee expressed concerns with the potential hidden costs.

Mr. Swartz requested a run of the costs.

9:30 PM Mr. Hersee moved to adjourn and the vote was unanimous.